

CENTRAL INTELLIGENCE AGENCY

OFFICE OF CENTRAL REFERENCE

1 December 1961

MEMORANDUM FOR: [REDACTED]

25X1A9a

Cable Secretary

SUBJECT : Processing of Airmails

REFERENCE : Your Memorandum dated 27 November 1961, same subject.

1. I concur that airmails as listed in reference may be considered as a category of documents for which OCR has dissemination responsibility. They are however being handled by the Non-CIA Cable activity because these airmails have been considered of more immediate interest than reports or dispatches but not quite as immediate as telegrams or cables.

2. For the OCR Document Division to assume this additional dissemination and distribution burden of some 100 documents, in multi copy, per day, I would need to increase our T/O by one more person.

3. If a trained disseminator were transferred to OCR together with the T/O position (GS-9), we could assume this additional dissemination load coincident with such a transfer. If only the T/O position were transferred we would require 4 months to train an additional disseminator to perform this task.

4. I will be glad to discuss this matter with you at your convenience.

PAUL A. BOWEN  
Assistant Director  
Central Reference

OCR/DD [REDACTED]:bjc

Distribution:

Orig. & 1 - Addressee  
2 - OAD  
2 - DD